1. On a District Workstation Computer go to Windows Explorer.

2. Click on your P Drive on the left side navigation. You might have to click on the drop-down arrow in front of the group title Computer to expand the list under the group to see your P Drive.

3. Click on the New Folder button at the top.

4. You will see a new folder created with text for you to type a name to the folder shaded in blue. Begin typing on the keyboard to give the new folder the name “My P Drive Files”. Then press the ENTER key on the keyboard.

5. Next, click once on the very first file or folder listed in your P Drive. Then press down and keep the SHIFT key on the keyboard held down. Then click once on the very last file or folder listed in your P Drive but do not click on your new folder you just created.
6. Now you will **drag the shaded blue files to your new folder** you created called **My P Drive Files**. To do this click and hold down on the left mouse button and drag your mouse to the folder and let go of the mouse button.

7. Close out of the Windows Explorer program by clicking on the X in the top right corner of the program.

8. Using the Internet Explorer web browser, the blue e icon, type in the following website address to go to **portal.monet.k12.ca.us** to go to Office 365 where OneDrive for Business app is located. *Note: only the Internet Explorer web browser will work for the following instructions.*

9. You should be logged into Office 365 but if not then it will ask you to login and you only have to **type in your District Email Address lastname.f@monet.k12.ca.us** for the username and leave the password filed empty and click the **Sign in** button.

10. Click on the **OneDrive for Business app**
11. In the top right corner click the (1) gear icon and choose “Show Ribbon” from the menu.

Click on the (2) Library tab at the top left corner and then in the Connect & Export group on the ribbon click on the (3) Open in Explorer button.

This will open a Windows Explorer like view of your OneDrive.

Note: If you get an error pop-up message like the image shown below, close out of the pop-up message and click the Open with Explorer button again. Sometimes you might get the error again and just close out of it and keep trying the Open with Explorer button. It may take two to three times with the error pop-up showing. Remember to just click the Open with Explorer button once and patiently wait for the next screen to come up which will look like the picture on the next page.
12. **Drag over the P Drive folder you created into your OneDrive.** To do this (1) click on the drop-down arrow in front of your P Drive listed on the left side navigation (2) click and hold down the left mouse button on your new folder *My P Drive Files* (3) and then drag your mouse to the OneDrive files shown on the screen and let go with the left mouse button.

![Diagram showing the steps to drag a folder into OneDrive](image)

**Note:** Make sure you stay in the Windows Explorer window that just opened. DO NOT drag from P Drive to the website of OneDrive that might be open still. And DO NOT drag to the *Shared with Everyone* folder.

13. **Let the files upload,** it will take a while. You can see some information about what is being uploaded on the pop-up window. (1) How long it will take, (2) how many items, (3) and size of data being uploaded

![Pop-up window showing the upload progress](image)

14. After the upload you can close out of the Windows Explorer window by clicking on the X in the top right corner.
15. **Go back to the Internet Explorer** web browser which should be on the OneDrive web page, *if not see Steps 8 to 10 above how to get there*. To see the

![](https://modestoicityschools-my.sharepoint.com/personal/mchampe_sharepoint_com火力_admin/OneDrive/OneDrive_for_Business/Office365.png)

16. You will now see your “My P Drive Files” folder listed. Click on it to view your files. You can now view and edit your files on many devices including computers, tablets, and smartphones with Internet access.

![](https://modestoicityschools-my.sharepoint.com/personal/mchampe_sharepoint_com火力_admin/OneDrive/OneDrive_for_Business/Ketchum_2.png)

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**NEXT STEPS**

- All of the steps involved with the P Drive to OneDrive migration are part of the 6th Step which is located here: [http://bit.ly/6stepsleft](http://bit.ly/6stepsleft)

- More tutorials on using Office 365 and OneDrive located at [www.mcs4kids.com/microsoft](http://www.mcs4kids.com/microsoft)

- Hands-On Training register at [www.mcs4kids.com/training](http://www.mcs4kids.com/training)

TROUBLESHOOTING

Question: I cannot see the "Library tab" in OneDrive?

Answer: In OneDrive at the top right corner click on the gear icon for the setting menu, then click Show/Hide Ribbon.

![OneDrive Setting Menu]

Question: The "Open in Explorer" feature is grayed out?

Answer: Make sure that you are using Microsoft Internet Explorer web browser, the blue e icon. You will want to be using IE 9 or higher. Recommended is IE 10 or 11. You can check what version of the web browser you are using at www.whatbrowser.org

Question: I get an error message that OneDrive cannot upload a file or folder?

Answer: Many times this is due to the actual name of the file or folder itself that is not supported by OneDrive for Business.

✔ The folder name "forms" is not supported since OneDrive has a hidden default folder called this.
✔ Folder Names can have up to 250 characters while file names can have up to 128 characters.
✔ Open files may also not be able to upload, make sure you close out of all the files before uploading.
✔ A file name that begins with a (.) period or (~) tilde isn't supported. This is a list of invalid characters in a file or folder name that are not supported in uploading to OneDrive for Business:
  \
  / : * ? " < > | # % { } ~ &
TROUBLESHOOTING continued… Question: I get an error message that OneDrive cannot upload a file or folder?

Answer: continued…

✔ You cannot upload file types .tmp or .ds_store or desktop.ini or thumbs.db or ehthumbs.db files, here is the complete list of file types that cannot be added [click here]
✔ Executable programs like.exe files may not upload
✔ Many webpage files such as .html may not upload
✔ Any shortcuts to websites or programs will not upload. Shortcuts have an arrow on the icon like this

Question: I moved my P Drive files to OneDrive and now my personal Outlook Folders and PST files are missing?

Answer: This video at https://youtu.be/dp7Rfq8auVA will show how to re-connect your Outlook PST files with Outlook.

Question: How do I move my PST files, Outlook Personal Folders, or Archive Folders in Outlook to the new Outlook email?

All PST files, personal Outlook folders, and archive folders in Outlook can now be moved into your Outlook email Inbox which allows you to get to them on any computer with Internet access including at home, work, or mobile. Follow this video – [click here] and this handout – [click here] to complete the steps.

Question: I am using Windows XP will this work?

Answer: No, Windows XP computers only allow for Internet Explorer to be updated to version 8 which version 9 or higher is needed to use Office 365 and the OneDrive feature shown in these instructions. Many users have had success using Office 365 on a Windows XP machine with the Chrome web browser but just not the feature to move P Drive files since that requires a newer Internet Explorer web browser.